Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

SDRR College and Career Readiness (CCR) Scores User Manual

Kentucky Department of Education

Office of Assessment and Accountability

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Important Notes/New Features

On the Home Page:

- The announcements box is updated with new information as needed during open windows.
- A large red Help button is at the top right of every page.
- 20 minute timeframe before automatic logout for inactivity (feature requested in SDRR survey).
- The large buttons on the home page indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- There is information which is easily visible that indicates and links to the number of student changes, as well as a link to view and save information regarding College and Career Readiness (CCR) scores.
- There is a list of tasks to accomplish during the open period, so that users can check them off as they are completed.
- The CCR score listing and change listing may be downloaded after the open period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- A site for practice and training is found at https://oaa-adc.education.ky.gov/Sandbox/, uses the same credentials, and is available any time.

On the CCR Score Listing:

- Export and Filter buttons at the top and bottom of the CCR score listing page (feature requested in SDRR survey).
- The only functionality on the CCR score listing is to edit or add CCR scores for students.
- If any score is changed, the date of the test will need to be entered.
- Note that the export of the CCR score listing includes both college and career scores for students. The only scores that can be edited in SDRR are The ACT, ACT Compass, KYOTE, and Transition Attainment Record (TAR). Any necessary changes to the career test scores will need to be made in Technical Education Database System (TEDS).
- There are no changes to accountability on the CCR scores section of SDRR. Accountability changes can be requested in the Data Review section if needed.
- There is only one non-participation reason for CCR – foreign exchange. If a student is not identified as foreign exchange in IC and the student received a G-Code, he/she is a graduate and will be included in calculations. Non-participation for foreign exchange students may be requested in the Data Review section of SDRR.

On the Change Listing:

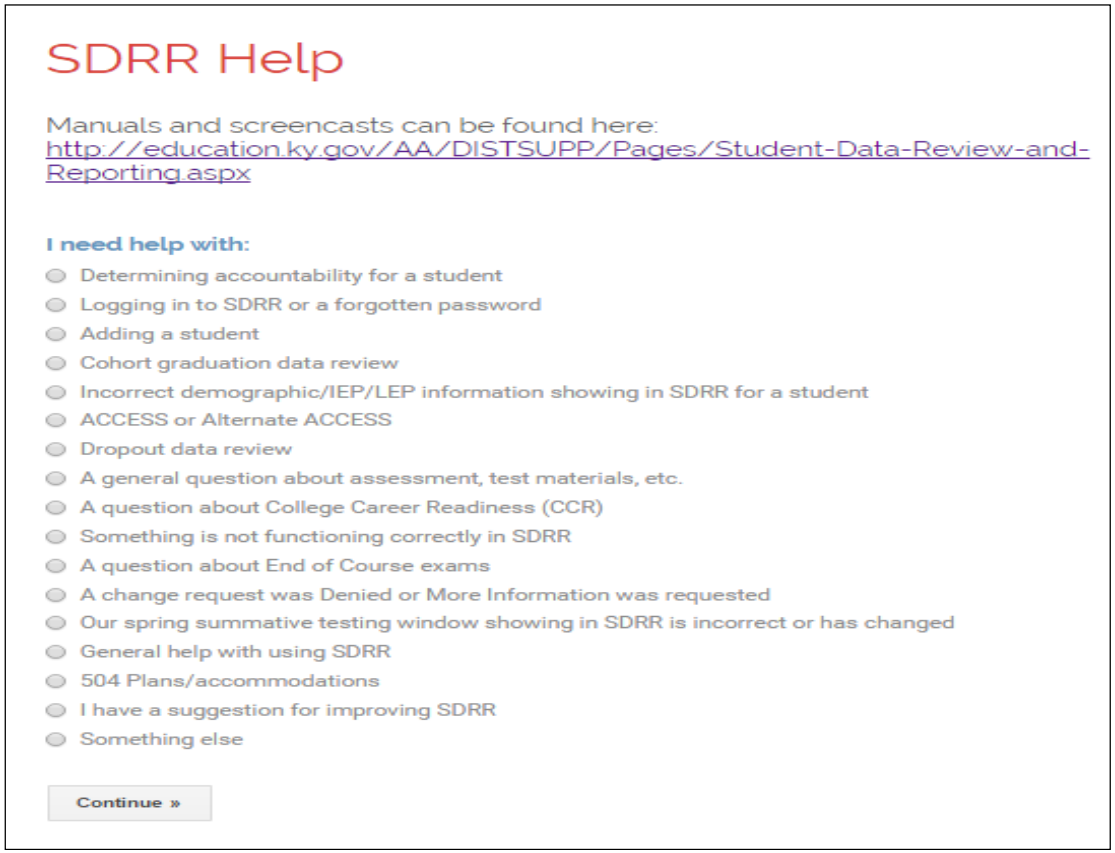
- Ability to filter changes by status, school, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

We hope these changes are useful, and encourage users to provide feedback or suggestions to KDEAssessment@education.ky.gov.

Online Help

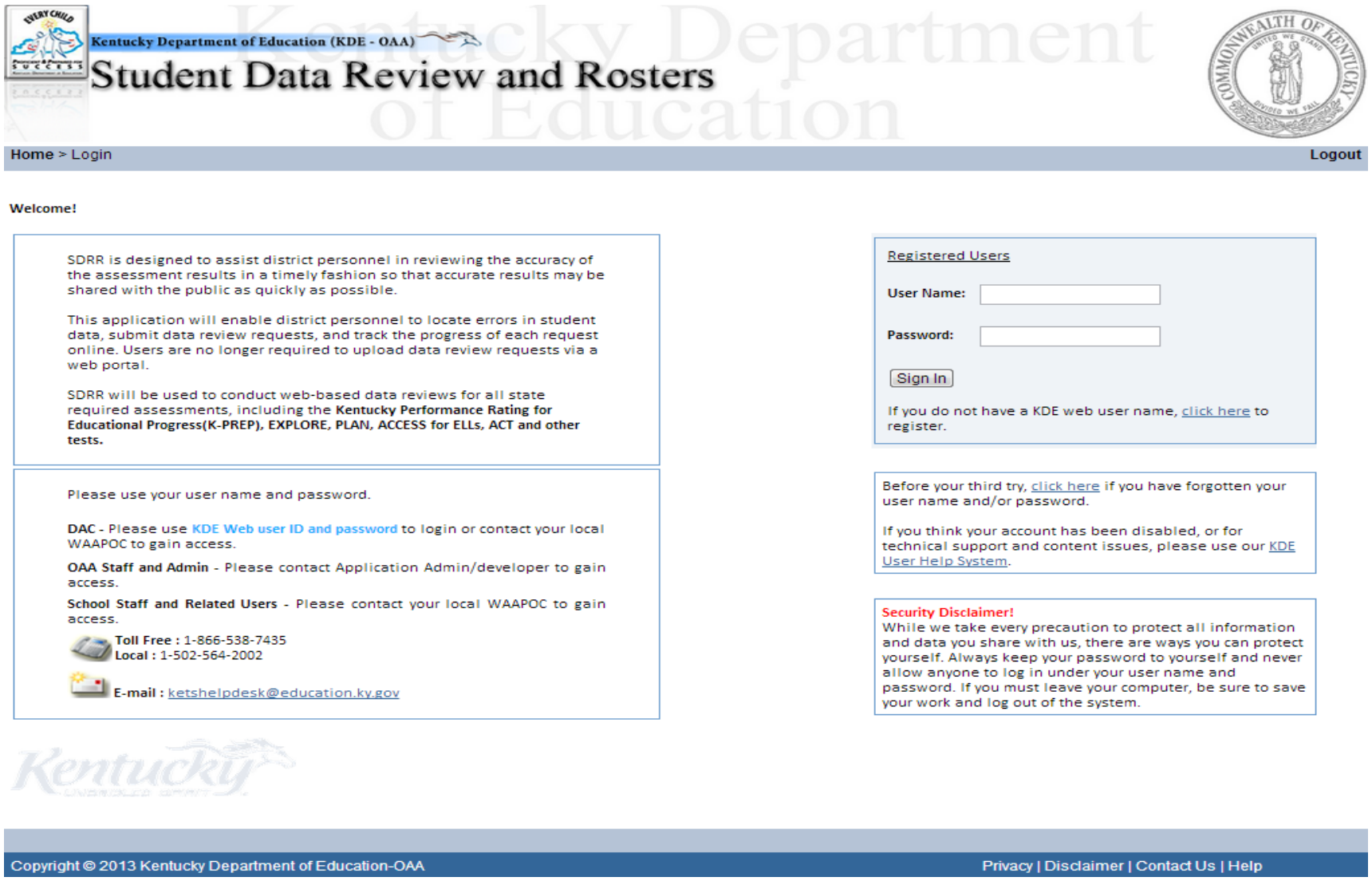
On the top right of each page within SDRR, users will see a large red Help button:

Click on this button to open an online help tool in a new browser tab or window. Click on the radial button for the issue you have a question about, click on Continue at the bottom, and there will be links, information, and resources to assist you.



Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.

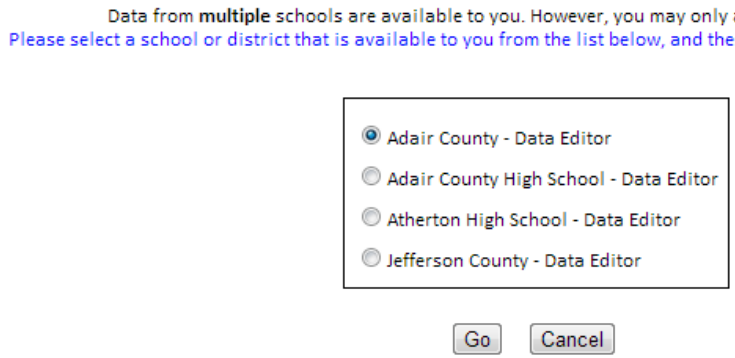


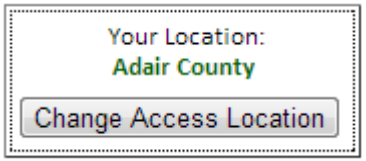
Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

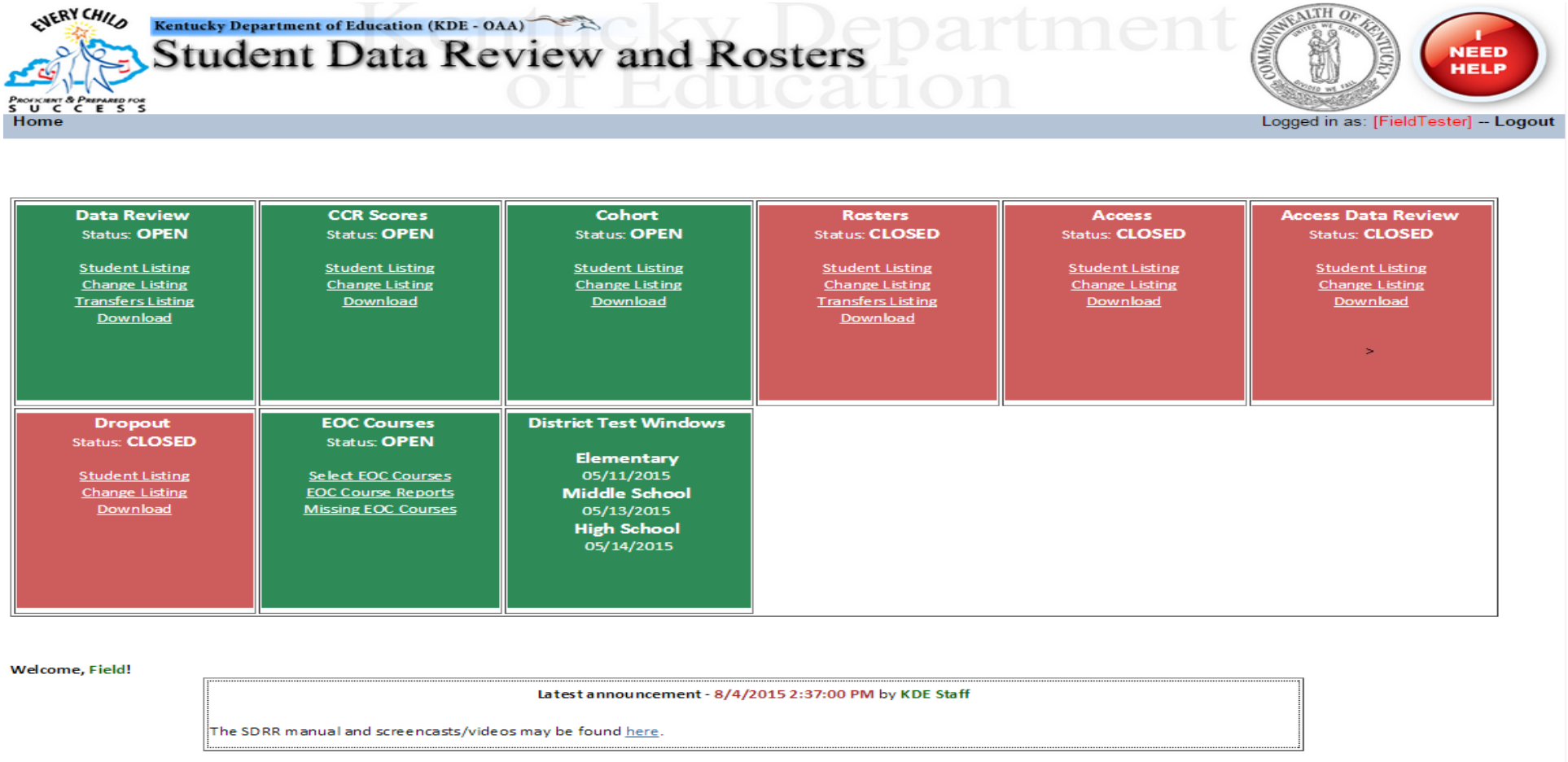
Enter your user ID and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.





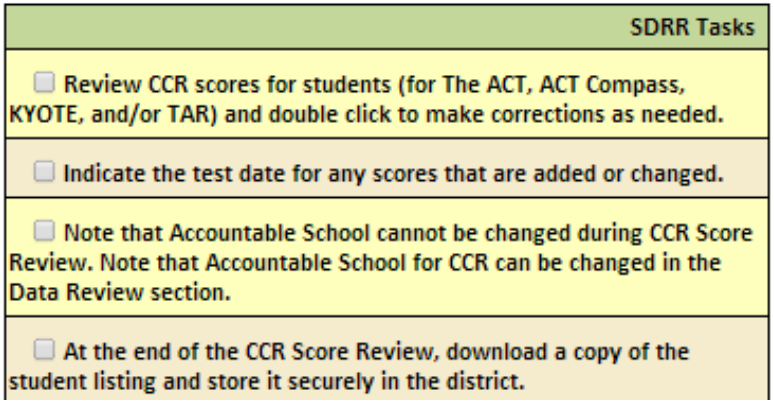
Home Page

After log in, the Home Page will appear:



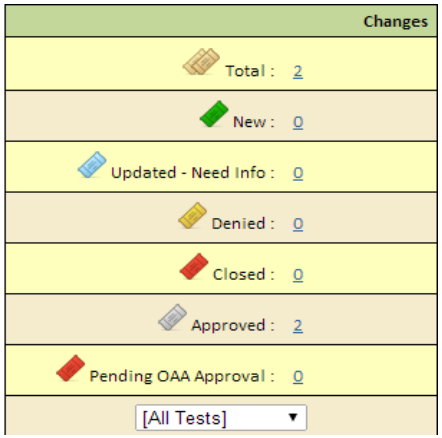
- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed, yellow is finalizing. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- The opening and closing dates are displayed in each section.

- On the left, there is a list of tasks that should be completed during the CCR score review window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during CCR score review.



- There are links to go directly to the CCR Score Listing for CCR, as well as the Change Listing, and a link to download copies after the window ends.

- There are counts for the different student change statuses. These are clickable links; users can click on Approved, for example, and go directly to that subset of changes.

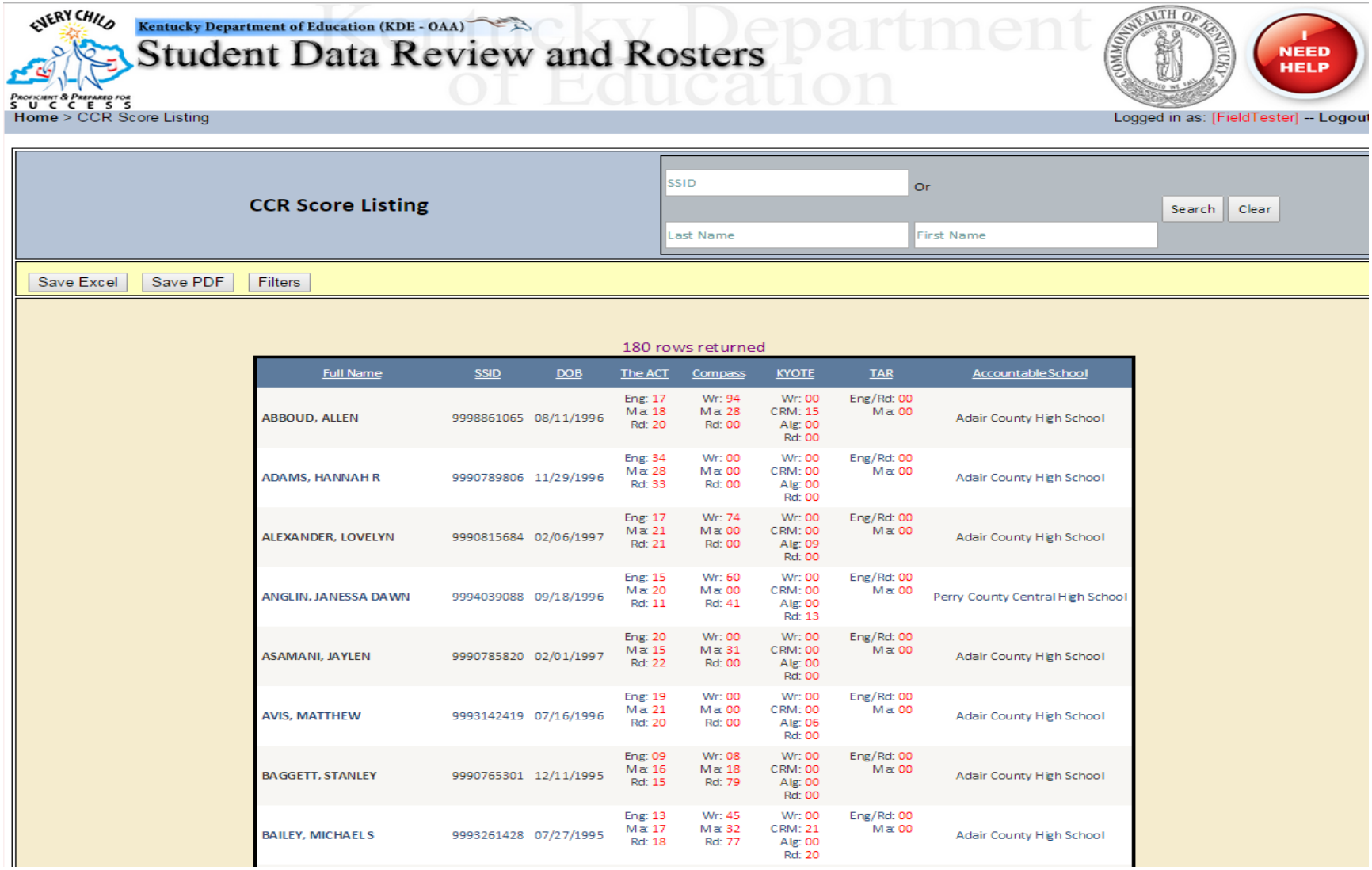


- Total – all changes requested for school or district
- Approved – changes which have been processed by OAA or were automatically approved (such as demographic changes)

For CCR Score changes, OAA approval is not required, so users will only see Approved changes.

CCR Score Listing

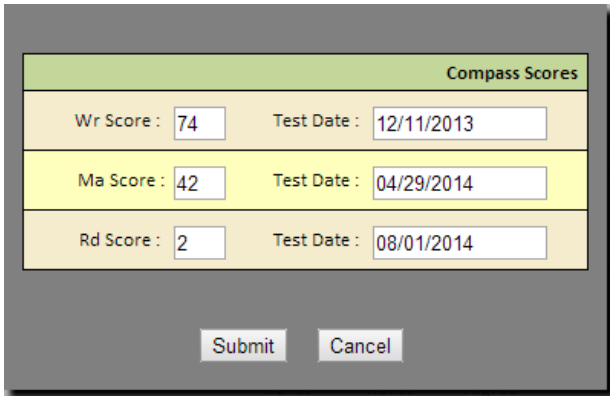
Click on CCR on the home page. The CCR score listing will appear:



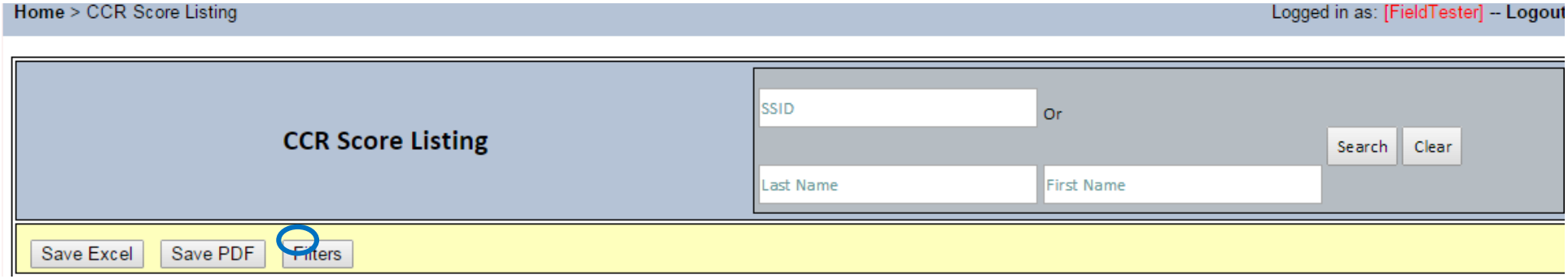
Full Name	SSID	DOB	The ACT	Compass	KYOTE	TAR	Accountable School
ABBOUD, ALLEN	9998861065	08/11/1996	Eng: 17 Ma: 18 Rd: 20	Wr: 94 Ma: 28 Rd: 00	Wr: 00 CRM: 15 Alg: 00 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
ADAMS, HANNAH R	9990789806	11/29/1996	Eng: 34 Ma: 28 Rd: 33	Wr: 00 Ma: 00 Rd: 00	Wr: 00 CRM: 00 Alg: 00 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
ALEXANDER, LOVELYN	9990815684	02/06/1997	Eng: 17 Ma: 21 Rd: 21	Wr: 74 Ma: 00 Rd: 00	Wr: 00 CRM: 00 Alg: 09 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
ANGLIN, JANESSA DAWN	9994039088	09/18/1996	Eng: 15 Ma: 20 Rd: 11	Wr: 60 Ma: 00 Rd: 41	Wr: 00 CRM: 00 Alg: 00 Rd: 13	Eng/Rd: 00 Ma: 00	Perry County Central High School
ASAMANI, JAYLEN	9990785820	02/01/1997	Eng: 20 Ma: 15 Rd: 22	Wr: 00 Ma: 31 Rd: 00	Wr: 00 CRM: 00 Alg: 00 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
AVIS, MATTHEW	9993142419	07/16/1996	Eng: 19 Ma: 21 Rd: 20	Wr: 00 Ma: 00 Rd: 00	Wr: 00 CRM: 00 Alg: 06 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
BAGGETT, STANLEY	9990765301	12/11/1995	Eng: 09 Ma: 16 Rd: 15	Wr: 08 Ma: 18 Rd: 79	Wr: 00 CRM: 00 Alg: 00 Rd: 00	Eng/Rd: 00 Ma: 00	Adair County High School
BAILEY, MICHAEL S	9993261428	07/27/1995	Eng: 13 Ma: 17 Rd: 18	Wr: 45 Ma: 32 Rd: 77	Wr: 00 CRM: 21 Alg: 00 Rd: 20	Eng/Rd: 00 Ma: 00	Adair County High School

Adding/Editing Scores for CCR

- The four assessments (The ACT, Compass, KYOTE, and TAR) that count toward college readiness are listed across the top of the columns. Please see the screenshot on the previous page. Scores may be changed by double clicking on them. Enter the test date, edit or add the correct score, and click on Submit.

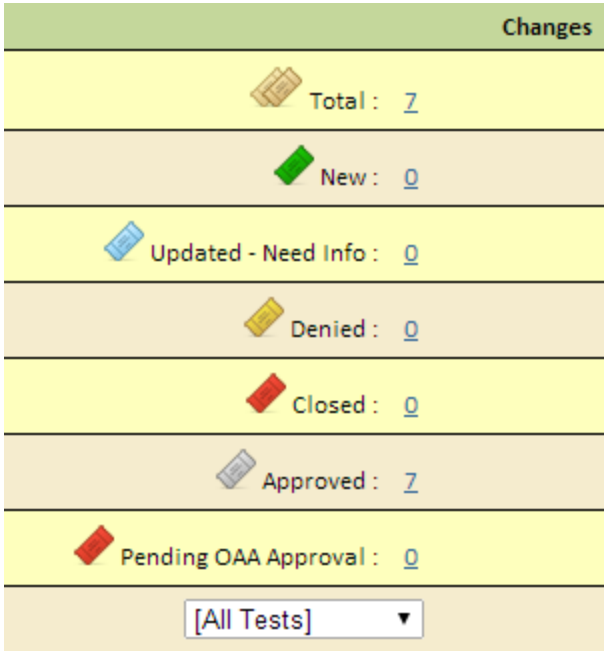


- The CCR score listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the top left or bottom left of the CCR score listing.
- The search function at the top right of the CCR score listing allows users to search by SSID, or last name and first name.
- Users may filter the CCR score listing by a particular school or accountability, by clicking on Filter at the top or bottom of the page, as shown below.



CCR Score Change Listing

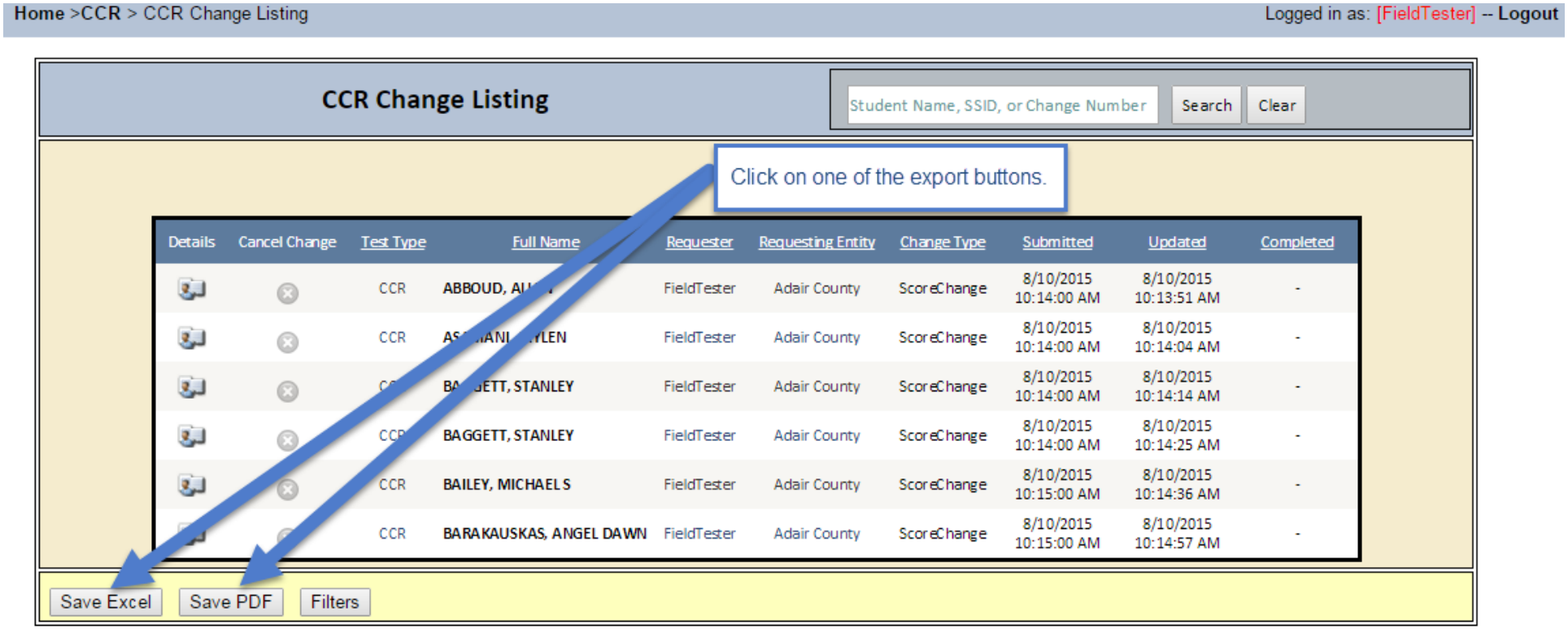
- Click on CCR Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Approved changes on the home page, that subset of changes will appear onscreen.



- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.

- If a score was changed in error, there is no need to edit the change request. Users should simply go back to the CCR Score Listing and update the record.

Export to Excel or PDF

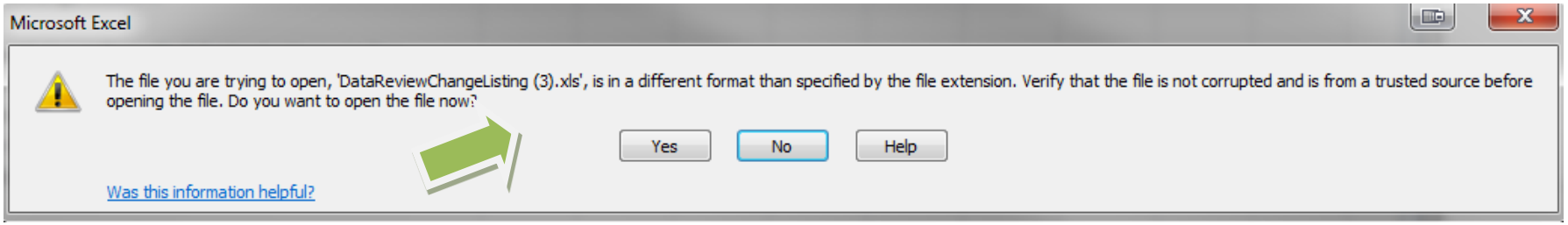


Both the change listing (Excel or PDF formats) and the CCR score listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

Please note that the export will also include career scores. If those are incorrect, changes should be made in TEDS.

If you have Excel 2007, you will see the following message when the file is opening:



Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message.